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Annual Report 87

ROUTING AND RECORD SHEET

SUBJECT: (Optional)	INFORMATION SECURITY OVERSIGHT OFFICE (ISOO) ANNUAL REPORT TO THE PRESIDENT

FROM: ☐ Agency Security Classification Officer
Office of Information Technology
826 Ames Building ☐

DATE **18 JUN 1987**

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director, Office of Congressional Affairs 7B24 Hq.				Attached is the Information Security Oversight Office's (ISOO) FY 86 Annual Report to the President. ISOO's Annual Report is based on classification statistics provided by the Agency and other Executive branch agencies.
2.				
3.				
4.				Also attached is a brief summary of ISOO's oversight role and the Agency's FY 86 statistical report to ISOO.
5.				
6. OCA/IMO				Twice annually each Agency office is obliged to count the number of classified documents it produces. This is a laborious and time consuming task for all concerned and I would like to take this opportunity to express my appreciation for the cooperation and support of your office, particularly that of ☐ ☐ OCA Information Management Officer (IMO).
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INFORMATION SECURITY OVERSIGHT OFFICE (ISOO)
ANNUAL REPORT TO THE PRESIDENT

1.   The ISOO Annual Report reports on Executive branch compliance with Executive Order (EO) 12356 - National Security Information. The EO defines the types of information that must be protected by national security classification, the procedures to ensure its protection and, finally, authorizes ISOO to oversee Executive branch compliance. The ISOO Report is based on statistics collected from the Executive branch agencies and ISOO's on-site inspections.

2.   The Agency provides ISOO with information on classification related matters, on Mandatory Review requests and on Agency inspections or surveys done in relation to the information security program. The Classification Management Branch (CMB) is responsible for collecting the information and for providing it to ISOO using Standard Form (SF) 311. A brief summary of Agency reporting follows:

    a.   Sections 5, 6 and 7 of SF 311 concerns the number of persons authorized to make original classification decisions and the number of classified documents created during FY 86. Agency data concerning the number of classified documents created is compiled by taking an actual count of all classified documents produced by the Agency during two one-week periods. Agency Information Management Officers (IMO) are responsible for insuring that all classified documents originated during the two one-week periods are counted. The first count is taken in March and the second count taken in September. The totals from the two counts are combined and projected for the entire year. Using this process, we reported a total of 2,497,456 classified documents originated in the Agency during FY 86. The classification count is the most labor intensive part of the ISOO reporting requirement.

    b.   Section 8 of SF 311 concerns Mandatory Review (MR) requests. ISOO requires reporting on the number and status of the MR requests received. Most Agency MR requests are from Presidential libraries or from the National Archives and Records Administration (NARA). The Information and Privacy Division is responsible for processing Agency MR requests and for providing CMB with information for inclusion in the Agency's annual report to ISOO.

    c.   Sections 10, 11 and 12 of SF 311 refer to the number of self-inspections and surveys carried out on various aspects of our information security program such as improper storage of classified information or unauthorized access, or improper classifications or classification markings. Agency information provided to ISOO on self-inspections and surveys relates to Office of Security investigations of security violations and overseas security surveys. Information relating to document classification activities is provided by CMB.

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